Request for Instructional Student Equity & Achievement and Guided Pathways Funds

Purpose of the Student Equity & Achievement Program:

The Student Equity and Achievement Program (SEA) merges funding for three initiatives: the Student Success and Support Program; the Basic Skills Initiative; and Student Equity. Integrating these efforts into a single SEA Program advances our goal of demolishing, once and for all, the achievement gaps for students from traditionally underrepresented populations.

The SEA Program requires colleges to implement the Guided Pathways framework, designing clear paths to stated educational goals, providing all students with an education plan based on those goals, and eliminating outdated and inaccurate placement policies that keep many students from completing their goals in a timely manner.

As outlined in Educational Code 78222, SEA funding must:

1. Support activities and practices pursuant to the college's implementation of Guided Pathways
2. Ensure that students complete their educational goals and courses of study, and
3. Provide curriculum, instruction, and support services to ensure that students deficient in English and mathematics complete a course of study in a timely manner

The Guided Pathways Committee may be targeting specific projects in a given year based on the current Guided Pathway plan submitted to the Chancellor's Office. Preference will be given to requests connected to this plan, available on CR's Planning Website:
https://internal.redwoods.edu/Portals/25/Guided%20Pathways%20Plan%202018-2022.pdf

Note: Instructional SEA funds are not eligible to supplant existing staff or operational funding.

- Your proposal's costs must include taxes, shipping and benefits (actual quotes should be included where possible; benefits can be estimated at 10% of total salary).
- An itemized cost for each funding request must be included.

Upon approval from the Basic Skills Committee, the next step is to complete the correct documents(s) needed to encumber your approved funds. Please work with Stephanie Burres to complete and finalize these documents.

Complete the form on the page below, and email the completed request packet as an attachment to Stephanie-Burres@redwoods.edu.

Summary Title:

Funding Year: 2019-20

Semester(s): ☐ Fall   ☒ Spring   ☐ Both   _____ Other

1. Author: Catherine Cox

2. Date: 1/21/2020.   3. Email: Catherine-Cox@redwoods.edu

4. Briefly describe how your proposal supports the SEA program and funding requirements 1-3 listed on the first page:

Tutors in the ASC provide essential support to students enrolled in a variety of classes across the curriculum. While AB 705 addresses the need for supplemental support for students in Math and English, and the college has responded by developing supplemental courses in those disciplines to help students succeed, there are students in a wide variety of other classes who need assistance in order to successfully complete key courses in disciplines such as Chemistry, Philosophy, Psychology, Biology, Spanish, etc. Many of these are courses needed for completion of GE patterns or major requirements.

5. Intended Outcomes (should be specific, measurable targets tied to the Guided Pathways and SEA programs:

Intended Outcome (measureable)	Relationship to Institutional Plans
Increase students' successful completion of course(s) being tutored	This outcome ties directly to several Vision for Success goals, in particular #2A and 3A, by helping students complete necessary classes more quickly and by reducing the need to repeat courses.

6. Action and Assessment Plan Timeline (specify exactly what you will measure, when and how it will be measured):

Action	How Assessing	When Assessing
Students utilizing one-on-one tutoring in the ASC will have a success rate at least equal to the overall course and college success rate.	Success rates of students receiving one-on-one tutoring will be compared with the overall college success rate, as well as against the success rate for all students in the course. Student success may also be	Following end of semester (after grades submitted/posted)

	assessed by correlating their pass/fail rate to the total tutoring time received for each class.	
Students utilizing tutoring in the ASC will report greater understanding of the subject being tutored.	Tutoring will be assessed with evaluations filled out by students at several points during the term.	Throughout the term.

7. Anticipated expenses (attach another page if necessary. Itemize each request and include all related expenses such as taxes, shipping, benefits estimated at 10%). From the dropdown box, select the Chancellor's Office category that best matches your need:

Request (e.g. staff, materials, tutor, travel)	Purpose of Request (e.g. tutoring, counseling, supplies for ESL classes). Itemize travel needs; e.g. transportation, meals, conference fee, etc. Include the number of people travel is intended for).	Category (choose from dropdown)	Estimated Cost (include taxes, benefits, shipping). Total should match request total.
Example: Travel, 2 people	*Air fare: $660; Meals: $150; Hotel: 3 nights @ 150 each; taxi: $30 x 2*	G.3 Professional Development	*$2580.00*
Tutors	Peer tutors and PRE tutors for 14 weeks: 25 hrs/wk @ $14/hr (avg) plus 10% for benefits. **Note:** PRE tutors are more expensive per hour, and will be used only when no CR students are available to cover a subject. Figure shown is an average. (Writing Assistance tutors are not included in this as they are separately funded.)	D. Supplemental Insturction & Tutoring	$4550
Supplies and training materials	Training workshop for tutors in Spring	D. Supplemental Insturction & Tutoring	$300
Total			$4850

8. Have you previously received SEA funding for this project?   x Yes   ☐ No

If yes, indicate what the request was for, and a brief assessment of the results and why you need further funding.

Request	Results	Justification for further funding
Previous BSI funding requests were for mixed funding for EPIC and tutoring.	Results explicitly for tutoring support not available.	At present, academic support is in flux, with the recent changes in assessment and placement of students. While we re-structure the way we provide support and focus on the needs of students for support in transfer-level courses needed for graduation, we still need to provide academic support in the form of tutoring. Funding from FWS and the general fund is not adequate.

    a) Will this request require ongoing funding?   ☒ Yes ☐ No

If yes, how long*: Possibly for two or three years.   Please explain: Tutoring provides essential academic support to students who are struggling with material needed for their courses of study. However, decreasing financial aid allocations for FWS and minimal General Fund allocations mean that we are dependent on categorical funding for support.

    b) *Projects that are intended to continue for an indefinite time need to be institutionalized within three (3) years. Define your plan for institutionalization:

We are working with the Office of Instruction and academic programs to develop a more sustainable model of supplemental instruction and support.

    c) Are you receiving or applying for funding from other sources: ☒ Yes ☐ No

If yes, what source(s): For the current year, ASC has received a $9K allocation from Financial Aid which can be used for either EPIC or Tutoring, but tutors must have FWS eligibility. We also received $10K from the Strong Workforce grant which was allocated only for EPIC, and does not cover general tutoring.

9. List all faculty and/or staff involved and/or who are responsible for the project. Cathy Cox, Michele Holper, and Steven Walker; plus faculty in various disciplines who refer students to ASC for tutoring.

If the request is for temporary staffing, and you know the person's name, please include it here:

N/A

10. Was this request/will this request be included in your most recent Program Review?

    ☐ Yes   ☒ No

    If no, why not? Due to a 100% turnover in staffing in the ASC during the six months prior to the date of the program review, there was a general lack of information about the status and future of tutor funding that we are only now able to deal with.

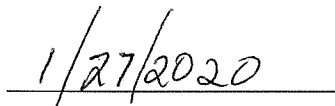11. Is technology involved in your proposal?   ☐ Yes   ☒ No

If yes, please document the response from tech support. Click here to enter text.

(Requests for new technology, facilities, or equipment require consultation with area providing services; contact paul-chown@redwoods.edu or Steven-McKenzie@redwoods.edu for assistance.)

12. I understand that if granted, SEA funds are to be expended in a manner consistent with the SEA program. By accepting funding for this project, I agree to provide a written or oral report *describing how well intended outcomes were met, the results of the assessment and how this information can be used in the future. This is a one-time allotment of funds. Any future funding is contingent upon the submissions and granting of a new request and availability of funding.*

_____   1/27/2020

Author Signature *(electronic signature may be affixed)*   Date